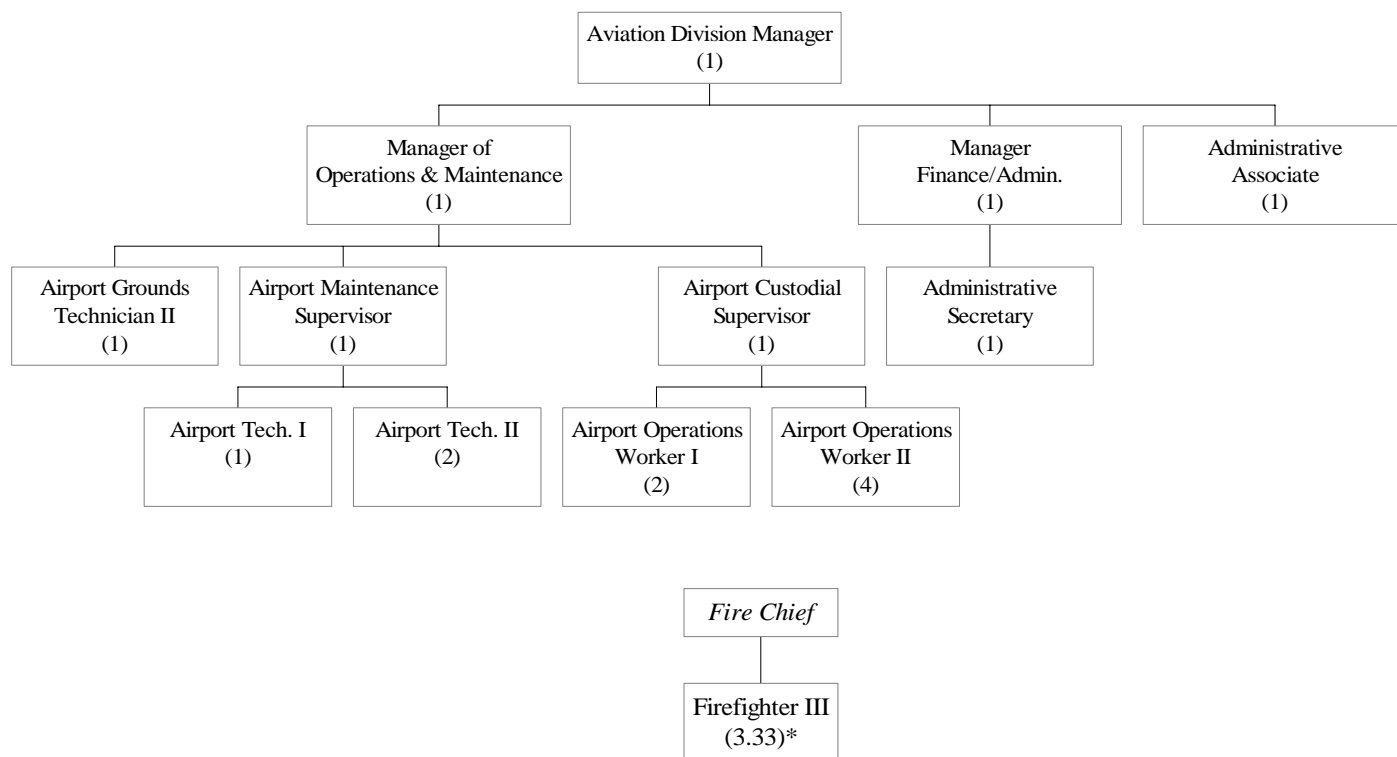


Lynchburg Regional Airport

Position Summary

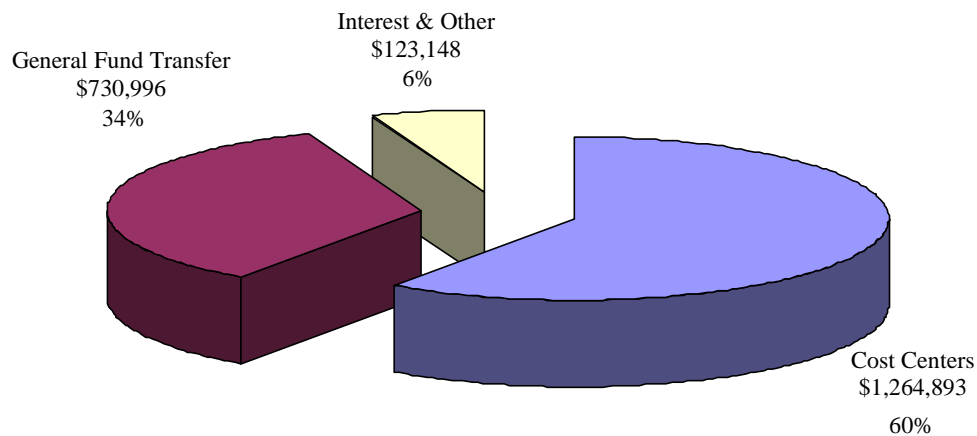
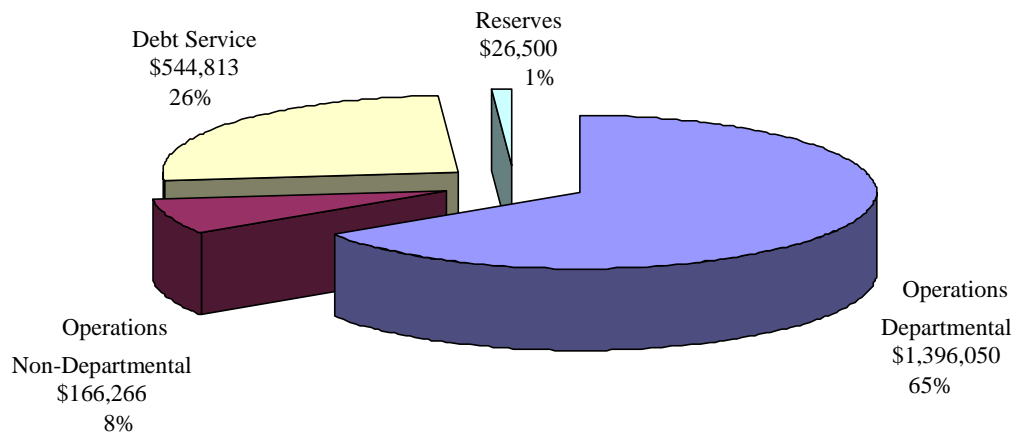
20.33 City Funded Positions

20.33 Total Positions

*.67 FTE Position assigned to Fire Department

Lynchburg Regional Airport

Lynchburg's Regional Airport is the main commercial-service airport serving the City and the surrounding four-county region. It is served by three airlines and handles 200,000 passengers a year. The airport is home base to about 60 private and business aircraft. The Federal Aviation Administration (FAA) owns and operates the air traffic control facility at the airport. Airport Administration manages the operations, safety, security, and capital improvements required by the FAA; maintains the airport complex; responds to crash, fire, medical, and other emergencies; promotes the airport; and administers contracts with airlines and concessions. Airport Fund revenues are from fees, leases, or rents paid by airlines, the fixed base operator that services private and business aircraft, and other concessionaires.

FY 2003 REVENUES**\$2,119,037****FY 2003 EXPENDITURES****\$2,133,629**

Enterprise Fund**Airport Fund***Airport Fund Summary*

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BEGINNING FUNDS	\$124,560	\$0	\$0	\$68,441	\$68,441
USE OF RESERVES	\$16,768	\$0	\$44,905	\$0	\$0
REVENUES					
Cost Centers	\$1,435,696	\$1,433,461	\$1,433,461	\$1,264,893	\$1,264,893
General Fund Transfer	548,610	614,530	614,530	835,596	730,996
Interest & Other	67,418	133,000	214,239	123,148	123,148
TOTAL REVENUES	\$2,051,724	\$2,180,991	\$2,262,230	\$2,223,637	\$2,119,037
EXPENDITURES					
Operations - Departmental	\$1,246,548	\$1,429,684	\$1,484,070	\$1,479,562	\$1,396,050
Operations - Non-Departmental	189,722	165,660	192,513	172,762	166,266
Debt Service	543,956	537,672	537,672	544,813	544,813
Reserve for Debt Service	14,502	15,400	15,400	15,300	15,300
Reserve for Maintenance	0	11,200	11,200	11,200	11,200
Encumbrances	44,905	0	0	0	0
TOTAL EXPENDITURES	\$2,039,633	\$2,159,616	\$2,240,855	\$2,223,637	\$2,133,629
ENDING BALANCE	\$136,651	\$21,375	\$21,375	\$68,441	\$53,849
Key Ratios:					
General Fund Transfer as a % of Total Expenditures	27%	28%	27%	38%	34%

Airport Fund Revenue Summary

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2002	Adopted FY 2003
COST CENTERS					
Airfield Cost Center	\$163,013	\$155,000	\$155,000	\$116,382	\$129,116
Terminal Cost Center	1,052,369	1,007,369	1,007,369	802,494	794,919
General Aviation Cost Center	135,579	136,200	136,200	132,450	140,418
Other Airport Cost Center	84,735	134,892	134,892	113,258	200,440
TOTAL	\$1,435,696	\$1,433,461	\$1,433,461	\$1,164,584	\$1,264,893
TRANSFER & OTHER					
Charges for Services	\$3,172	\$6,600	\$6,600	\$5,500	\$7,348
Miscellaneous Revenue	14,301	0	0	301	0
General Fund Transfer	548,610	614,530	614,530	869,117	730,996
Other Transfers In	0	0	0	4,800	0
TOTAL	\$566,083	\$621,130	\$621,130	\$879,718	\$738,344
INTEREST & OTHER:					
Interest	\$8,018	\$13,900	\$13,900	\$3,000	\$3,300
State-Aid	41,927	112,500	119,663	119,663	112,500
All Other	#REF!	#REF!	#REF!	#REF!	#REF!
TOTAL	#REF!	#REF!	#REF!	#REF!	#REF!
TOTAL REVENUES	#REF!	#REF!	#REF!	#REF!	#REF!

Airport Fund Expenditure Summary

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	21.00	20.33	20.33	20.33	20.33
Personal Services	\$700,580	\$701,287	\$701,287	\$787,817	\$710,062
Employee Benefits	212,005	202,727	202,727	207,136	198,379
Supplies & Materials	39,799	43,740	54,799	39,929	37,829
Chemicals	0	18,000	30,500	18,025	15,085
Gas/Diesel Fuel	9,387	3,645	3,645	3,941	3,941
Internal Services Charges	16,882	26,079	26,079	22,773	22,773
Rentals & Leases	2,573	3,100	3,314	2,916	2,916
Utilities	129,184	142,560	142,812	143,044	142,044
Buildings & Grounds Maintenance	25,026	25,459	25,459	26,326	26,326
Contractual Services	102,398	118,832	147,719	91,436	98,476
Training & Meetings	5,504	15,400	15,675	8,404	10,404
Airport Maintenance	0	125,000	125,000	125,000	125,000
Miscellaneous Expenses	3,210	3,855	5,054	2,815	2,815
TOTAL	\$1,246,548	\$1,429,684	\$1,484,070	\$1,479,562	\$1,396,050
NON-DEPARTMENTAL					
General Fund Payments	103,737	90,527	90,527	82,213	82,213
Independent Financial Audit	16,848	12,987	12,987	12,987	12,987
Customer Accounts	2,000	2,000	2,000	2,000	2,000
Compensation Plan Adjustments	0	27,617	27,617	0	0
All Other	4,524	32,529	58,409	44,562	38,066
Transfer to Capital	61,640	0	0	0	0
Transfer to Risk Management	973	0	973	31,000	31,000
TOTAL	\$189,722	\$165,660	\$192,513	\$172,762	\$166,266
Debt Service	543,956	537,672	537,672	544,813	544,813
Reserve for Debt Service	14,502	15,400	15,400	15,300	15,300
Reserve for Maintenance	0	11,200	11,200	11,200	11,200
Encumbrances	44,905	0	0	0	0
TOTAL	603,363	564,272	564,272	571,313	571,313
TOTAL	2,039,633	2,159,616	2,240,855	2,223,637	2,133,629

Airport Administration Operating Expenses

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	5	5	5	5	5
Personal Services	\$224,695	\$214,498	\$214,498	\$204,152	\$208,236
Employee Benefits	65,691	62,806	62,806	60,190	59,488
Supplies & Materials	6,814	10,500	12,183	5,724	6,524
Rentals & Leases	2,573	3,000	3,214	2,916	2,916
Utilities	4,906	4,800	4,800	2,304	2,304
Contractual Services	15,445	50,840	79,450	20,540	27,580
Training & Meetings	3,831	12,000	12,275	5,000	7,000
Miscellaneous Expenses	3,210	3,655	4,854	2,815	2,815
TOTAL	\$327,165	\$362,099	\$394,080	\$303,641	\$316,863

Budget Description

The Adopted FY2003 Lynchburg Regional Airport – Administration budget of \$316,863 represents a 12.49 percent decrease of \$45,263 as compared to the Adopted FY2002 budget of \$362,099.

Significant changes introduced in the Requested FY2003 include:

- ◆ \$10,346 decrease in Contractual Services as a result of a reduction in part-time wage help hired to assist with duties of a full-time vacancy
- ◆ \$2,616 decrease in Employee Benefits as a result of a reduction in part-time wage help hired to assist with duties of a full-time vacancy
- ◆ \$4,776 decrease in Supplies & Materials
- ◆ \$2,496 decrease in Utilities as a result restructuring of expenses among subdepartments within the Airport Fund
- ◆ \$30,300 decrease in Contractual Services due to funding in FY2002 for one-time consultant services to evaluate airline rates and charges
- ◆ \$7,000 decrease in Training & Meetings

The Department Requested \$320,631.

Major items requested not proposed for funding include:

- ◆ \$2,750 for conference room chairs
- ◆ \$1,500 in Professional Services
- ◆ \$5,000 in Legal and Financial Services
- ◆ \$2,057 in Training & Meetings (reduction based on prior year actual expenses)

The Proposed FY2003 Lynchburg Regional Airport – Administration budget was adopted with the following changes:

- ◆ \$4,084 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$702 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$800 increase in Supplies & Materials for conference room chairs
- ◆ \$7,040 increase in Contractual Services
- ◆ \$2,000 increase in Training & Meetings

Airport Terminal Operating Expenses

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	8	8	8	8	8
Personal Services	\$138,997	\$188,395	\$188,395	\$195,087	\$197,141
Employee Benefits	52,958	58,905	58,905	58,875	58,355
Supplies & Materials	16,858	18,220	17,546	18,905	16,005
Gasoline & Diesel Fuel	1,241	311	311	458	458
Internal Services Charges	3,631	11,178	11,178	8,917	8,917
Rentals & Leases	0	100	100	0	0
Utilities	83,067	101,440	101,440	90,040	90,040
Buildings & Grounds Maintenance	14,842	13,928	13,928	13,428	13,428
Contractual Services	68,412	45,816	46,093	44,956	44,956
Training & Meetings	0	500	500	649	649
Miscellaneous Expenses	0	50	50	0	0
TOTAL	\$380,006	\$438,843	\$438,446	\$431,315	\$429,949

Budget Description

The Adopted FY2003 Lynchburg Regional Airport – Terminal budget of \$429,949 represents a 2.03 percent decrease of \$8,894 as compared to the Adopted FY2002 budget of \$438,843.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$11,400 decrease in Utilities as a result of restructuring of expenses among subdepartments within the Airport Fund.

The Department Requested \$431,312.

All items requested were proposed for funding.

The Proposed FY2003 Lynchburg Regional Airport – Terminal budget was adopted with the following changes:

- ◆ \$2,054 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$520 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$2,900 decrease in Supplies & Materials

Airfield Operating Expenses

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	3	3	3	3	3
Personal Services	\$135,033	\$120,055	\$120,055	\$120,859	\$120,955
Employee Benefits	30,039	29,385	29,385	29,349	29,064
Supplies & Materials	13,510	13,100	23,225	14,050	14,050
Chemicals	0	18,000	30,500	18,025	15,085
Gasoline & Diesel Fuel	8,146	3,284	3,284	3,433	3,433
Internal Services Charges	13,251	14,901	14,901	13,856	13,856
Utilities	21,011	20,381	20,633	21,444	20,444
Buildings & Grounds Maintenance	6,973	7,200	7,200	8,567	8,567
Contractual Services	14,221	17,013	17,013	17,009	17,009
Training & Meetings	429	1,500	1,500	1,355	1,355
Airport Maintenance	0	125,000	125,000	125,000	125,000
Miscellaneous Expenses	0	50	50	0	0
TOTAL	\$242,613	\$369,869	\$392,746	\$372,947	\$368,818

Budget Description

The Adopted FY2003 Lynchburg Regional Airport – Airfield budget of \$368,818 represents a 0.28 percent increase of \$1,051 as compared to the Adopted FY2002 budget of \$369,869.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$1,063 increase in Utilities as a result restructuring of expenses among subdepartments within the Airport Fund
- ◆ \$1,367 increase in Buildings & Grounds Maintenance

The Department Requested \$372,945.

All items requested were proposed for funding.

The Proposed FY2003 Lynchburg Regional Airport – Airfield budget was adopted with the following changes:

- ◆ \$96 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$285 decrease in Employee Benefits reflecting a State instituted Life Insurance holiday and changes in the Health Plan
- ◆ \$2,940 decrease in Chemicals
- ◆ \$1,00 decrease in Utilities reflecting changes in the wireline and wireless telephone cost projections

General Aviation Operating Expenses

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	1	1	1	1	1
Personal Services	\$24,472	\$21,190	\$21,190	\$21,818	\$22,204
Employee Benefits	9,363	7,065	7,065	7,107	7,040
Supplies & Materials	45	150	75	150	150
Utilities	4,388	4,223	4,223	9,281	9,281
Buildings & Grounds Maintenance	1,028	1,500	1,500	1,500	1,500
Contractual Services	256	275	275	1,115	1,115
Miscellaneous Expenses	0	100	100	0	0
TOTAL	\$39,552	\$34,503	\$34,428	\$40,971	\$41,290

Budget Description

The Adopted FY2003 Lynchburg Regional Airport – General Aviation budget of \$41,290 represents a 19.67 percent increase of \$6,787 compared to the Adopted FY2002 budget of \$34,503.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$5,058 increase in Utilities as a result restructuring of expenses among subdepartments within the Airport Fund

The Department Requested \$40,971.

All items requested were proposed for funding.

The Proposed FY2003 Lynchburg Regional Airport – General Aviation budget was adopted with the following changes:

- ◆ \$386 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$67 decrease in Employee Benefits reflecting a State Instituted Life Insurance holiday

Other Expenses

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Supplies & Materials	\$0	\$100	\$100	\$100	\$100
Utilities	14,939	10,876	10,876	19,100	19,100
Buildings & Grounds Maintenance	2,183	2,831	2,831	2,831	2,831
Contractual Services	4,014	4,338	4,338	7,266	7,266
TOTAL	\$21,136	\$18,145	\$18,145	\$29,297	\$29,297

Budget Description

The Adopted FY2003 Lynchburg Regional Airport – Other budget of \$29,297 represents a 61.46 percent increase of \$11,152 as compared to the Adopted FY2002 budget of \$18,145.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$8,224 increase in Utilities as a result restructuring of expenses among subdepartments within the Airport Fund

The Department Requested \$29,297.

All items requested were proposed for funding.

The Proposed FY2003 Lynchburg Regional Airport – Other budget was adopted without changes.

Fire Airfield Operating Expenses

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personnel (FTE)	4	3.33	3.33	3.33	3.33
Personal Services	\$177,383	\$157,149	\$157,149	\$158,454	\$161,526
Employee Benefits	53,954	44,566	44,566	44,925	44,432
Supplies & Materials	2,572	1,670	1,670	1,000	1,000
Gasoline	0	50	50	50	50
Utilities	873	840	840	875	875
Contractual Services	50	550	550	550	550
Training & Meetings	1,244	1,400	1,400	1,400	1,400
TOTAL	\$236,076	\$206,225	\$206,225	\$207,254	\$209,833

Budget Description

The Adopted FY2003 Lynchburg Regional Airport – Fire Airfield budget of \$209,833 represents a 1.75 percent increase of \$3,608 as compared to the Adopted FY2002 budget of \$206,225.

Significant changes introduced in the Requested FY2003 budget include:

- ◆ \$1,305 increase in Personal Services outside of the 2% increase

The Department Requested \$207,254.

All items requested were proposed for funding.

The Proposed FY2003 Lynchburg Regional Airport – Fire Airfield budget was adopted with the following changes:

- ◆ \$3,072 increase in Personal Services reflecting a two percent general salary increase
- ◆ \$493 decrease in Employee Benefits reflecting a State Instituted Life Insurance holiday

Police Terminal Operating Expense

	Actual FY 2001	Adopted FY 2002	Amended FY 2002	Proposed FY 2003	Adopted FY 2003
BUDGET SUMMARY					
Personal Services	\$0	\$0	\$0	\$87,447	\$0
Employee Benefits	0	0	0	6,690	0
TOTAL	\$0	\$0	\$0	\$94,137	\$0

* Airport security will be under Federal jurisdiction for FY 2003.